

Loughton & Great Holm Parish Council

Full Council

Minutes of the meeting held on Monday 16th February 2015 7:30pm at the Loughton Memorial Hall, Bradwell Road, Loughton, Milton Keynes

Present: Cllrs Peter Todd (Chair), Barry Barrington (Vice-Chair - until 10:31pm), Peter Ballantyne, Andy Dransfield (until 9:00pm), Hilary Dyer, Don Hoyle (from 8:12pm until 9:15pm), Zoe Nolan, Andy Sargent

Also present: Brian Barton – Parish Clerk

In attendance: PC John Hayle, and one (1) member of the public

Cllr Andy Dransfield queries as to whether the meeting would be ultra vires due to receiving a paper copy of the summons of the meeting on the Saturday, and therefore the meeting would not be in a position to make any decisions.

The Chairman asked the Parish Clerk for his advice on the matter. The Parish Clerk replied that due to illness the paper copy of the summons to the meeting was hand delivered to Members last Saturday, but the summons had been circulated by email well before the three (3) clear days, that is the statutory requirement, so it was effective.

Cllr Dransfield requested that the Parish Clerks advice is minuted in case of a future challenge to the meeting's decisions.

NOTED

FC 124/15 Apologies:

Received from Cllrs Sandra Boland and Isobel Procter

NOTED

FC 125/15 Declarations of interest:

There were no declarations of interest.

NOTED

FC 126/15 Minutes of previous meetings:

Minutes of the last Full Council meeting held on Monday 19th January 2015

FC 117/15 To receive a report from the Parish Clerk on recent issues relating to the Parish allotments:

To add a resolution number four (4) "That an additional plot should not be let to a member of the same household who already is a tenant of a plot on the allotment site."

FC 118/15 Devolution of the Landscaping Service in the Parish area:

To add at paragraph seven (7) after oversee the contract "Cllr Hilary Dyer was not convinced that taking over the responsibility for the landscaping contract was the best way forward to achieve this".

To replace PC John Hayles with “PC John Hayle” where referred to in the minutes.

With those amendments the Chair signed the minutes as a true and correct record.

AGREED

Minutes of the last Planning Committee Meeting held on Monday 12th January 2015 were **NOTED**

FC 127/15 Matters arising from the previous minutes not on the agenda:

FC 101/14 To discuss a proposal to hold a regular social event for elderly people in the Parish to drop in for tea/coffee/biscuits as a way of countering isolation and loneliness in elderly people in the community:

Cllr Hilary Dyer enquired about the process about the setting up of the drop in.

The Parish Clerk responded that the MacIntyre Centre on Great Holm is happy to accommodate a drop in, and since then it has been brought to the attention of the Parish Clerk that the Baptist Church on Loughton also runs a drop in, and that he will also be getting in contact with them as well.

The Parish Clerk will report back at the next meeting on the agency responses and draw up a proposal for a drop in.

FC 111/15 The Less is More project on Loughton:

Cllr Andy Dransfield informed the meeting that he has received an energy saving meter, and suggested that the Parish Council could purchase some more meters for residents. There was some discussion as to whether the project objective was to save money for residents, or for saving energy use, or both.

FC 117/15 To receive a report from the Parish Clerk on recent issues relating to the Parish allotments:

Cllr Hilary Dyer suggested uploading a copy of the amended allotment operational guidance onto the website.

Cllr Dyer further suggested that any vacant plot is allocated by the Parish Clerk by local residents living in the Parish area on the waiting list.

That an existing allotment tenant who has a full plot will not be entitled to be allocated an additional half or full plot

That an existing allotment tenant who has a half plot is entitled to be allocated an additional half plot only

RESOLVED

- 1. That the Parish Clerk to report back at the next meeting on the agency responses and draw up a proposal for a drop in.**
- 2. That the Parish Clerk to upload a copy of the amended allotment operational guidance onto the website.**
- 3. That any vacant plot is allocated by the Parish Clerk by local residents living in the Parish area on the waiting list.**

4. That an existing allotment tenant who has a full plot will not be entitled to be allocated an additional half or full plot
5. That an existing allotment tenant who has a half plot is entitled to be allocated an additional half plot only

FC 128/15 Questions from Members of the Public:

A resident of Little Meadow complained about a neighbouring property to him (25, Little Meadow on Loughton), that is a house in multiple occupation, which has yet to obtain planning permission and to be fully licensed, he had made a complaint to the Milton Keynes Council Enforcement Officer, who then inspected the property and issued a ninety (90) day notice for a schedule of works that needed to be carried out, the completion date is nearing to an end, a planning application will also need to be submitted by the end of the month.

The resident wanted to know the Parish Council's views on the matter.

Cllr Andy Dransfield said that once a planning application has been submitted to Milton Keynes Council the Parish Council will be consulted, and can submit their comments to the planning department.

Issues that neighbours are concerned about are parking, noise from the back garden and smokers causing a nuisance when outside with the smoke going over to the neighbouring gardens.

Cllrs Andy Dransfield and Zoe Nolan will be writing to the Planning and Licensing Departments at Milton Keynes Council with their concerns regarding the property.

The Chair suggested that the Parish Clerk also writes to the planning and licencing departments at Milton Keynes Council requesting that appropriate action is taken following the complaints from residents, that the regulations are enforced, and stating that the Parish Council is unhappy about retrospective planning applications.

The Chair thanked the resident for raising this matter with the Parish Council.

RESOLVED

That the Parish Clerk writes to the planning and licencing departments at Milton Keynes Council requesting that appropriate action is taken following complaints from residents, regarding 25, Little Meadow, Loughton, a house in multiple occupation, that the regulations are enforced, and stating that the Parish Council is unhappy about retrospective planning applications.

FC 129/15To receive a Crime Statistics Report from Thames Valley Police:

PC John Hayle informed the meeting that that the January monthly crime figures were an improvement from the December 2014 figures.

The Chair was still concerned about the amount of domestic burglaries on Loughton, PC Hayle replied that some properties appear to be empty on a regular basis, the whereabouts of the owners is being sought, so advice can be given about finding suitable tenants, and crime prevention measures.

Cllr Hilary Dyer enquired about the location of a recent burglary on Great Holm; unfortunately PC Hayle did not have the information to hand.

Cllr Andy Sargent asked about the definition of the possession of Cannabis, when someone is arrested, PC Hayle replied it covers the arrest of someone who may possess a small quantity on the person, but who is not dealing, Cllr Dyer said that there was a recent incident of a house were residents were growing cannabis, PC Hayle replied that CID are dealing with the matter and trying to track down the landlord and has nothing further to report.

The January crime figures are as follows:

Great Holm

Burglary in a Dwelling: Two (2)

Drug Supplying/Production/Cultivation: One (1)

Knowlhill

Drug Possession – Cannabis: One (1)

Loughton

Burglary in a Dwelling: One (1)

Criminal damage to Dwellings: One (1)

Criminal damage - Other/Arson: One (1)

Drug Possession – Cannabis: One (1)

The total crimes for the month of:

January 2015: Eight (8)

January 2014: Twenty- Two (22)

The Chair thanked PC John Hayle for his attendance and report.

NOTED

Cllr Don Hoyle entered the meeting at 8:12PM

FC 130/15 To report on Members attending external meetings:

(a) Loughton and Great Holm Neighbourhood Action Group – **Cllr Hilary Dyer**

The NAG Horticultural Group had met to discuss various projects, including new centre-pieces for the Loughton Planters and a low colourful shrub bed near the top corner of the Village Green in Great Holm. A Bee Hotel is planned for rear garden of the Approved Premises. The Operational Manager has said that the Residents would weed the rose bed nearest to the Approved Premises and clear litter in the area.

Parish Council/Approved Premises Liaison Meeting

Cllrs Barry Barrington and Hilary Dyer had recently attended an approved premises liaison meeting; Cllr Dyer will circulate the minutes to Members once she receives a copy.

NOTED

(b) Any Ward Councillors present to report on Milton Keynes Council meetings

Cllr Andy Dransfield had attended a recent Cabinet meeting on the Budget, the public gallery was full. There will be a transition grant for voluntary groups, representatives from various luncheon groups the YMCA and the MK Dons SET, which Cllr Dransfield is a Trustee of, had made their objections known at the meeting regarding the loss of their grants, it has also been proposed by the Cabinet to reduce the discount for employee parking at Central Milton Keynes.

Cllr Dransfield had also attended a Fire Authority Executive Committee meeting and discussed the budget, and emphasised that there are no plans to close the Great Holm Fire Station.

Cllr Zoe Nolan said that she had met recently with Rob Ward from Milton Keynes Council and residents of Loughton, regarding the condition of the pathway at the Loughton Sports Ground, she was informed that the pathway was not part of the highways, and therefore there was no budget provision for repairs, Mr Ward will get costs for repairing the footpath from the Green up to the sports pavilion.

The repair to the Lodge Lake path will be undertaken by Anglian Water, which is being overseen by Milton Keynes Council.

Surgeries are being held at the Shenley Church End Parish Council Offices and at Holmwood School on Great Holm.

Cllr Nolan spoke on the Housing Revenue Account (HRA) and that there will be a small increase in rent, the proposal to remove families from Bed and Breakfast accommodation, and to give them priority on the waiting list was voted down by the opposition parties, this proposal was taken out of the budget when looked at again.

The proposed Council Tax rise has gone through, the budget package as a whole had gone out to public consultation, £22 million savings have had to be made, there has been intense lobbying regarding a proposal to raise the parking permit fee, the consultation highlighted that employees were finding it difficult to find a parking space after 9:00am. However there will be 2,000 more parking spaces planned along with a new car park.

The bus subsidy has been cut but the administration is looking for better value for money and the rural areas will not be affected.

The new Voter Registration Scheme has meant that there have been a number of residents who have dropped off the register and this needs to be looked into.

NOTED

(c) Members to report back on any other meetings that they may have attended

Cllr Andy Sargent informed the meeting that the Chairs and Vice – Chairs of Shenley Church End Parish Council and Shenley Brook End & Tattenhoe Parish Council meet informally with himself and Cllr Peter Ballantyne, and the discussions on various matters is very useful.

The next meeting will be held on Wednesday 15th April 2015 at 10:30am the Thames Valley Police Area Inspector will be in attendance, Cllrs Sargent and Ballantyne will not be able to attend and are looking for someone to go in their place, Cllr Zoe Nolan offered to attend.

Cllr Andy Dransfield advised not to circulate the notes to Members if the meeting was informal, as they would be classed as being in the public domain, and could be requested under the Freedom of Information act.

NOTED

Cllr Barry Barrington said that new groups have recently been formed in Stony Stratford and Bletchley called Read Easy to improve adult literacy, which will be fully operational in six (6) months' time, the Parish Council may be approached for a grant and assistance for a venue locally.

NOTED

Cllr Andy Dransfield left the meeting at 9:00pm.

Cllr Peter Todd had recently spoke with the Chief Executive Officer of the Milton Keynes Parks Trust, Milton Keynes Council had recently approached the trust requesting the use of two (2) fields either side of the cricket pitch on Campbell Park to build a new secondary School, the trust is against this proposal as the area is prone to flooding, Milton Keynes Council suggested that a solution could be found where not all of the land is required.

Milton Keynes Council has agreed the landscaping scheme, on the bank next to the newest stretch of railway land, Network Rail is in breach of the planning agreement as this work should have undertaken a long time ago, the Parks Trust is holding a bond in trust of the monies for the work, but Milton Keynes Council has not so far undertaken enforcement action to get the works started. Cllr Todd has a copy of the proposed scheme and is happy to circulate to any Member who wishes to see it.

Sainsburys are actively looking for a tenant to occupy the empty unit at Benbow Court in Shenley Church End following their move into the new store.

The Milton Keynes Parks Trust is willing to act as landscaping advisors to the Parish Council and will be providing a quote for the work involved.

The Parks Trust are also interested to help in the proposed guided walks facilitated by the Parish Council.

The Badminton Centre proposal for redevelopment of their site is still ongoing, but with a funding gap.

NOTED

Cllr Don Hoyle left the meeting at 9:15pm.

FC 131/15 To Agree to holding Open Play Sessions to be run by the Milton Keynes Play Association:

It is proposed to hold four (4) open play sessions in the Easter school break two (2) week holidays, two (2) open play sessions in the spring school half term week, and twelve (12) sessions in the summer six (6) week long school holidays, none in the spring or autumn school half terms. Half to take place in Loughton and half in Great Holm, so there would be one session per week in each area.

Cllr Andy Sargent moved and Cllr Peter Todd seconded to hold eighteen (18) open play sessions at £307.23p each at a total cost of £5,530.14p. (There is a budget of £6,000 earmarked for the 2015/2016 financial year).

RESOLVED

To hold Eighteen (18) open play sessions half to be held in Loughton and half in Great Holm at £307.23p each at a total cost of £5,530.14p.

FC 132/15 To discuss the progress of the Loughton Conservation Area review consultation by Milton Keynes Council:

Cllr Peter Todd informed the meeting that the consultation run by Milton Keynes Council had completed on Thursday 5th February 2015, and that there were no objections. The Conservation Officers report along with the boundary changes and the management of the proposed conservation area, will be considered by the Cabinet on Monday 9th March 2015.

The Conservation Officer Simon Peat, Peter Howard the Parish Council's consultant along with the Cabinet Member for the Public Realm Cllr Mick Legg will be shown around the proposed conservation area beforehand.

The article four (4) procedure as recommended by Peter Howard will not be in place in time for the Cabinet meeting, but will be enacted later.

NOTED

FC 133/15 Devolution of the Landscaping Service in the Parish area:

Cllr Peter Todd had raised questions with Milton Keynes Council on the draft contract, along with the insurance needed to be provided by the Parish Council, and the inflation on the grant that has been offered.

Tony Higgins that advised Stony Stratford Town Council on their landscaping contract is unwilling to take on anymore work, and so would not be in a position to assist the Parish Council.

Cllr Todd will pursue the outstanding issues and will report back to the March Full Council meeting.

RESOLVED

That Cllr Peter Todd will pursue the outstanding issues relating to the devolvement of the landscaping service, and will report back to the March Full Council meeting.

FC 134/15 To approve the job description, person specification and job advertisement for the post of Parish Youth Development Officer:

The Parish Clerk had drawn up a Job and Person Specification for the post, along with a draft advertisement.

Discussion then centred on whether the service could be bought in, and whether the contract would be permanent or temporary, questions were asked about the Job and person Specification.

Cllr Barry Barrington proposed the following amendments to the job and person specification:

Under the heading Job Purpose to delete “facilitate the” and to amend “development” and replace with “develop” and amend “delivery” and replace with “deliver”.

Under Principal Accountabilities number one (1) after the word with add “mainly” number two (2) delete the word after to “help” number ten (10) after to delete the word “help” add a number twelve (12) with the words “To recruit and develop a volunteers programme”.

Under the Person Specification and Education/qualifications heading “Relevant qualifications in sports and/or fitness coaching and/or in youth, or childcare” to put from the Desirable column into the Essential Column.

These amendments were agreed by the meeting.

Cllr Peter Ballantyne suggested in the job advertisement under paragraph four (4) after the words young people to add the word “mainly”.

This amendment was also agreed by the meeting.

After the vote the Job and Person Specification and advertisement with the proposed amendments were agreed by the meeting.

RESOLVED

- 1. That under the heading Job Purpose to delete “facilitate the” and to amend “development” and replace with “develop” and amend “delivery” and replace with “deliver”.**
- 2. That under Principal Accountabilities number one (1) after the word with add “mainly” number two (2) delete the word after to “help” number ten (10) after to delete the word “help” add a number twelve (12) and the words “To recruit and develop a volunteers programme”.**
- 3. That under the Person Specification and Education/qualifications heading put “Relevant qualifications in sports and/or fitness coaching and/or in youth, or childcare” from the Desirable column to into the Essential Column.**
- 4. That in the job advertisement under paragraph four (4) after the words young people to add the word “mainly”.**
- 5. That the Job and Person Specification and advertisement with the proposed amendments were agreed.**

FC 135/15 To agree to organise a series of nature and/or local history walks in the summer months:

Cllr Peter Todd proposed that these walks are to be open access and would for example cover the bird and bat life of Lodge Lake, and the historic Loughton buildings etc. The Parish Council is requested to authorise expenditure for appropriate publicity and for the guide which Members agreed too.

Members also suggested to involve the Milton Keynes Parks Trust and the Bat Conservation Group, along with the Milton Keynes Council Countryside Officer.

RESOLVED

To authorise expenditure for appropriate publicity and for the guide, to hold a series of nature and/or local history walks in the summer months in Loughton and Lodge Lake.

FC 136/15 To report back on the last meeting of the Loughton Sports Ground Committee:

Cllr Peter Todd asked for Members views on expenditure to replace the roof on the pavilion as per the two (2) quotes obtained so far and is not requesting a final decision at this Meeting.

A third quote is awaited from Mr Simon Kirkham a member of the Management Committee.

Members requested that further quotes are supplied.

Cllr Todd further informed the meeting that the Management Committee has agreed to the lease, the sports ground is receiving regular maintenance, and the finances were reviewed and appeared to be in a sound position.

RESOLVED

To seek further quotes on expenditure to replace the roof on the pavilion

FC 137/15 Finance:

(a) To receive the Finance report for the month of December 2015 were

NOTED

(b) To decide what action to take re monies owed by Prestige Homes for advertising including taking debt proceedings.

RESOLVED

That the Parish Clerk to issue a fourteen (14) day notice to Prestige Homes, for an outstanding debt on an advertisement in the newsletter, if there is not an adequate response in that timeframe then legal proceedings should be issued.

FC 138/15 Planning Applications:

The following two (2) planning applications will be discussed at the next Planning Committee Meeting:

15/00209/FUL 25 Specklands Loughton Milton Keynes MK5 8DA two storey and single storey rear extensions; two-storey side extension; porch infill under existing porch roof - **Pending Consideration**

15/00206/FUL F C C Europe Ltd Roebuck Way Knowlhill Milton Keynes MK5 8HL
Extension of existing car storage area and an additional Staff Vehicle Handover
facility within the site of existing Vehicle Preparation and Refurbishment Centre -
Pending Consideration

Cllr Andy Sargent updated the meeting regarding a structure built in the back garden of 19, Whitworth Lane, Loughton to house a mini gym and Jacuzzi, has been approved by the Planning Department at Milton Keynes Council, this was subject to certain conditions being placed including the use of the structures.

Cllr Sargent suggested that the situation is monitored to ensure it is not occupied as a dwelling, but if there was enough evidence that someone was living in the structure then the matter can be reported to the Planning Enforcement Officer.

NOTED

Cllr Barry Barrington left the Meeting at 10:31pm.

FC 139/15 To consider any Grants that have been submitted:

There were no new grants to consider.

NOTED

FC 140/15 Ward Matters:

(a) Update on The Horseshoe Walk following the site visit with Stephen Narborough from Milton Keynes Council – **Cllr Hilary Dyer**

Mr Narborough informed Cllr Dyer that it would not be possible to enact a Woodland Tree Preservation Order on the Horseshoe Walk. The trees in the Horseshoe Walk should have been thinned out sometime ago so that the remaining ones could grow stronger but there is currently no funding for this work. There also needs to be work done on the under planting in various locations as some areas have become quite barren. The entrance to the Walk from Kensington Drive, opposite to the "Kensington" public house, gives a poor impression when entering Great Holm so Cllr Dyer will be discussing this with Loughton and Great Holm Neighbourhood Action Group to see if they can assist with improving this area.

NOTED

(b) To request that a meeting is arranged, and all interested agencies invited, to discuss with interested parties whether to apply for a two (2) hour limit on parking places, and adding tags to the double yellow lines to prevent vehicle unloading. –

Cllr Hilary Dyer

RESOLVED

That the Parish Clerk to arrange setting up a meeting and to invite all the appropriate agencies, to discuss with interested parties whether to apply for a two (2) hour limit on parking places, and adding tags to the double yellow lines to prevent vehicle unloading.

(c) Update on the grid road landscaping following a site visit with Arran Newton from the Milton Keynes Parks Trust - **Cllr Hilary Dyer**

Cllr Dyer informed the meeting that she was advised that the trees were in a poor condition and were removed; the Milton Keynes Parks Trust will be implementing a planting scheme.

The tree stumps will also be removed, and that shrubbery will be planted at one of the entrances into Great Holm, Cllr Dyer will continue to monitor the condition of the landscaping in Great Holm.

NOTED

(d) To decide what further action to take in relation to the parking issues near the Hilltops Surgery and Holmwood School - **Cllr Peter Todd**

This matter had already been dealt with under agenda item (b).

NOTED

FC 141/15 To note the update list of projects and other work:

The updated list of outstanding projects and other work tabled by the Parish Clerk were

NOTED

FC 142/15 Cheques for Payment:

Cheque number 989 listed as "All Saints Church" is amended to read as "HW Mason & Sons"

Cheque number 012 payable to "Sports Ground Services" for £240 for work to the Cricket Pitch at the Loughton Sports Ground was added.

With those amendments the cheques for payment as listed to Members were

AGREED

Date and time of Next Meeting:

Monday 16th March 7:30pm at Holmwood School, Kensington Drive, Great Holm

THE CHAIRMAN CLOSED THE MEETING AT 10:45PM

Signed _____ Chair Date _____